

Guests - Vendor - Staff Identification and Check In Policy

Category: Support Services	Effective Date: Aug 13, 2009
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Applicability

MidMichigan Health and all its wholly owned subsidiaries

Purpose

MidMichigan Health and its subsidiaries desire to provide a safe and productive environment for their patients, staff and physicians. Proper identification and check-in procedures must be adhered to by all guests/vendors.

Policy

All guests/vendors/staff as outlined below shall check in accordingly and wear proper identification at all times while on the property of any MidMichigan Health subsidiary, whether that property is owned or leased. For the purposes of this policy, guests and visitors do not include those persons visiting a patient or employee for non-business reasons.

CHECK-IN

All guests/vendors must check in in accordance with the location requirements:

- Medical Center check-in is at the primary/main entrances for all Medical Centers.
- Check in at physician offices or other off-site locations shall be at the reception desk.
- Service repair personnel for medical equipment shall follow the MidMichigan Health “Vendors Providing On-Site Service for Medical Equipment Repair” Policy.
- Other service repair personnel shall check in with the Facilities Services supervisor or lead staff member for that area.

All guests/vendors on official business shall check-in, with no exceptions. All guests/vendors must have an appointment to enter the premises; cold calls (unsolicited or drop-by meetings) are not permitted.

Specific vendor guidelines may be found on the MidMichigan Health website.

IDENTIFICATION

Identification badges *are required* for the following guests/staff/vendor representatives:

- Case Managers
- Clergy
- Construction Workers
- Consultants
- Contract Workers (clinical)
- Contract Workers (non-clinical)
- Contract Workers includes sub-contractors
- Employees (per subsidiary policy)
- Physicians
- Service/Repair Representatives
- Staff working for Licensed Independent Practitioners (LIPs)
- Students
- Vendor Representatives
- Volunteers

Identification badges *are not required* for the following:

- Attorneys
- Delivery personnel (i.e., UPS, FedEx, flower deliveries, etc.)
- Guests visiting a patient
- Guests visiting employees
- Patients

Identification must include the name and company of the individual wearing the badge. A company ID is acceptable. In the event the individual does not have a company-issued badge, a business card may be used in a card holder provided at the check-in location. These holders are available in the Medical Centers' gift shops for a nominal cost.

Note that MidMichigan properties are private and not open to the public for unwanted solicitation, loitering, or any other activity not specifically approved by management. Persons found to be in violation of this policy may be removed from the premises.

Subsidiary Addendum

Not Applicable

Definitions

Not Applicable

References

The Joint Commission, EC.02.01.01(7)

Vendors Providing On-Site Service for Medical Equipment Repair Policy, MidMichigan Health

Disclaimer

Employees covered under a bargaining agreement will be subject to the terms of that agreement.

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